

RELAD – AD to SELRES or IRR

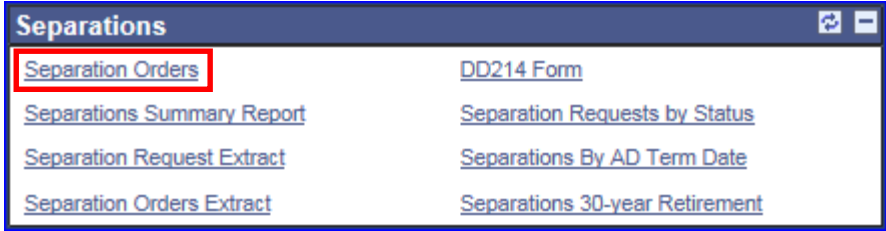
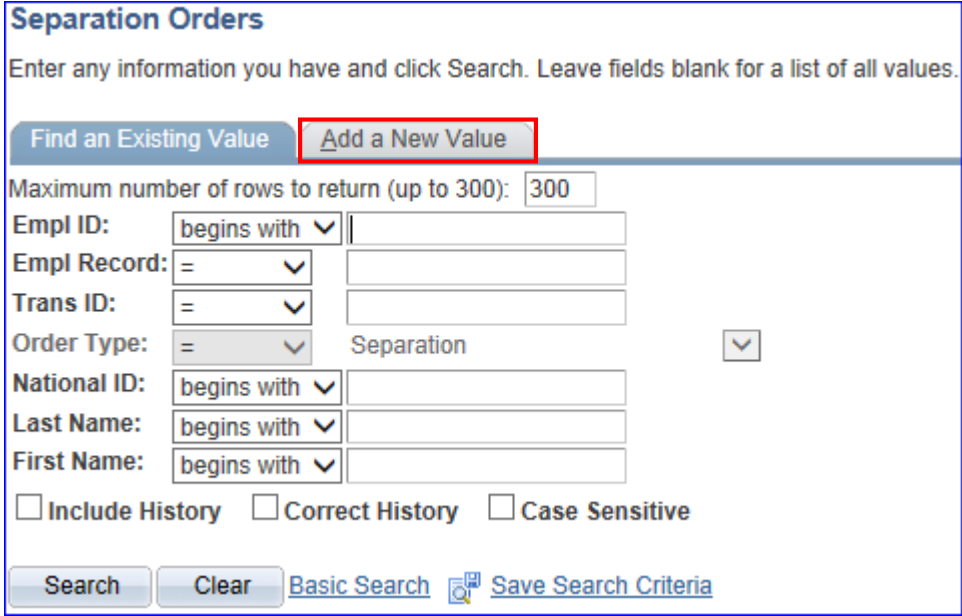
Introduction

This guide provides the procedures for creating RELAD orders for an Active Duty member being released from Active Duty into the SELRES or IRR.

Note: SGLI/FSGLI/TSGLI terminates effective the first day of the month following separation for all separation orders. If the member being RELAD wishes to continue SGLI/FSGLI/TSGLI coverage, the receiving SPO will need to restart SGLI/FSGLI upon reporting. For Reserve members being RELAD off of long term orders, the SPO may delete the termination row prior to the SPO data entry cutoff date.

Procedures

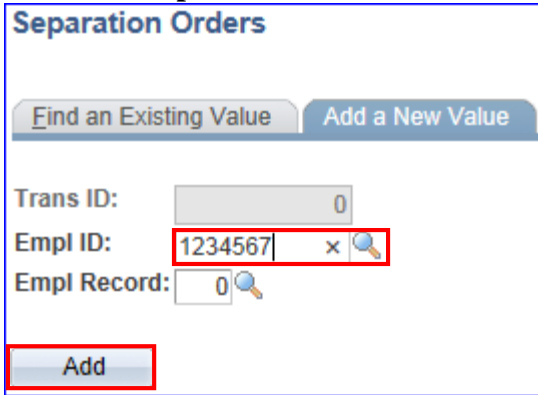
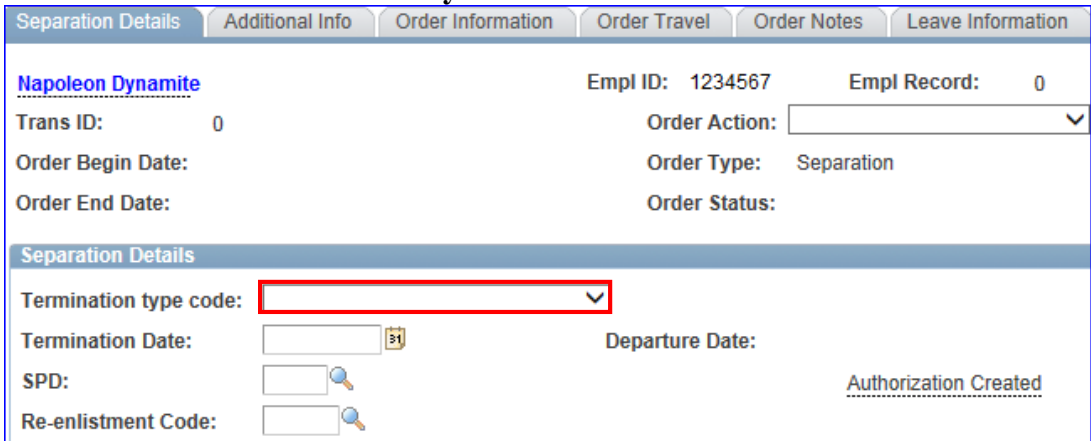
Follow these steps to complete a RELAD separation transaction.

Step	Action
1	<p>Select Separation Orders from the Separations Pagelet.</p> 
2	<p>Click on the Add a New Value tab.</p> 

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Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> 
4	<p>On the Separation Details tab, select the Termination type code drop-down and choose Release From Active Duty.</p> 

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Procedures,
continued

Step	Action
5	<p>Once you select Release From Active Duty, the screen automatically opens the Relad section of the orders.</p> <div data-bbox="337 562 1414 1125" style="border: 1px solid blue; padding: 5px;"> <p>Separation Details</p> <p>Termination type code: Release From Active Duty ▼</p> <p>Termination Date: <input type="text"/>  31 Departure Date:</p> <p>SPD: <input type="text"/>  <u>Authorization Created</u></p> <p>Re-enlistment Code: <input type="text"/> </p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>▶ Retirement</p> <p>▼ Relad</p> <p>RELAD Reason: <input type="text"/> </p> <p>Employee Classification: <input type="text"/> </p> <p>Reserve Classification: <input type="text"/> </p> <p>Labor Agreement: ENL  Reserve Component Enlisted</p> <p>Employee Category: <input type="text"/> </p> <p>TRAPAY CAT: <input type="text"/> </p> </div> </div>
6	<p>Fill out the Separation Details based on that specific member. The Termination Date should be the member's last day of Active Duty.</p> <div data-bbox="337 1241 1227 1478" style="border: 1px solid blue; padding: 5px;"> <p>Separation Details</p> <p>Termination type code: Release From Active Duty ▼</p> <p>Termination Date: 07/25/2014  31 Departure Date:</p> <p>SPD: MBK  Completion of required active service</p> <p>Re-enlistment Code: RE1  Eligible for Reenlistment</p> </div>

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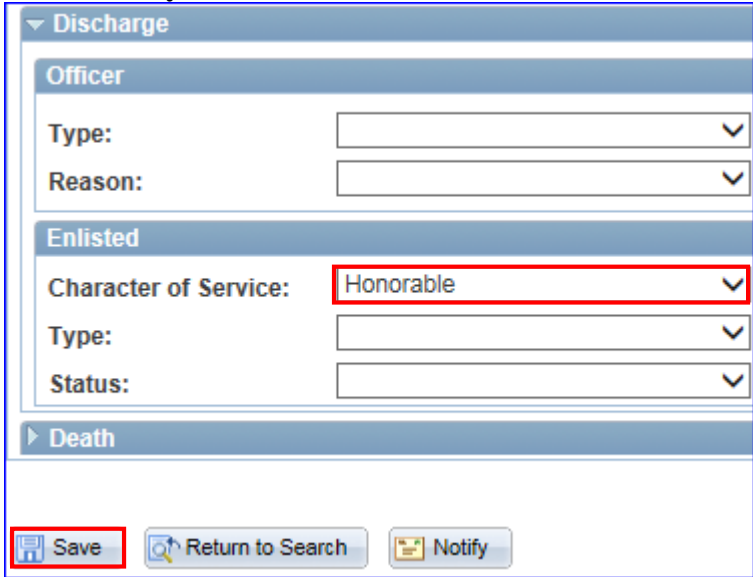
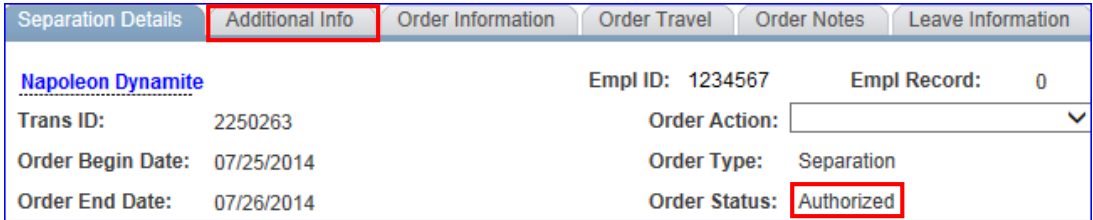
Procedures,
continued

Step	Action																																				
7	<p>Now fill out the Relad section based on the member's intentions. Make sure the Employee Classification is changed to a Reserve option (SEL/IRR). Then click the arrow to open the Discharge section.</p> <p>SELRES:</p> <div><div>▼ Relad</div><table><tr><td>RELAD Reason:</td><td>61</td><td>DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]</td></tr><tr><td>Employee Classification:</td><td>SEL</td><td>Selected Reserve</td></tr><tr><td>Reserve Classification:</td><td>J</td><td>Prior Svc CG Enl w/in 8 yr obl</td></tr><tr><td>Labor Agreement:</td><td>ENL</td><td>Reserve Component Enlisted</td></tr><tr><td>Employee Category:</td><td>SEL</td><td>Selected Reserve</td></tr><tr><td>TRAPAY CAT:</td><td>A</td><td>Drilling Pay Status</td></tr></table><div>► Discharge</div></div> <p>IRR:</p> <div><div>▼ Relad</div><table><tr><td>RELAD Reason:</td><td>61</td><td>DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]</td></tr><tr><td>Employee Classification:</td><td>IRR</td><td>Individual Ready Reserve</td></tr><tr><td>Reserve Classification:</td><td>J</td><td>Prior Svc CG Enl w/in 8 yr obl</td></tr><tr><td>Labor Agreement:</td><td>ENL</td><td>Reserve Component Enlisted</td></tr><tr><td>Employee Category:</td><td>IRR</td><td>Individual Ready Reserve</td></tr><tr><td>TRAPAY CAT:</td><td>H</td><td>No Drill Requirement</td></tr></table><div>► Discharge</div></div>	RELAD Reason:	61	DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]	Employee Classification:	SEL	Selected Reserve	Reserve Classification:	J	Prior Svc CG Enl w/in 8 yr obl	Labor Agreement:	ENL	Reserve Component Enlisted	Employee Category:	SEL	Selected Reserve	TRAPAY CAT:	A	Drilling Pay Status	RELAD Reason:	61	DUE TO EXPIRATION OF ENLISTMENT[regular enlisted transferred to reserve]	Employee Classification:	IRR	Individual Ready Reserve	Reserve Classification:	J	Prior Svc CG Enl w/in 8 yr obl	Labor Agreement:	ENL	Reserve Component Enlisted	Employee Category:	IRR	Individual Ready Reserve	TRAPAY CAT:	H	No Drill Requirement
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continued

Step	Action
8	<p>The Character of Service must be entered here so it will populate the member's DD214. Only enter the Character of Service, then click Save.</p> 
9	<p>Saving will generate a Trans ID and will change the Order Status to Authorized. Now click on the Additional Info tab.</p> 

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Procedures,
continued

Step	Action
10	<p>Any information on this tab is input by PSC and cannot be edited. It will always be blank for these types of Relads. Click on the Order Information tab.</p> <div><div>Separation Details</div><div>Additional Info</div><div>Order Information</div><div>Order Travel</div><div>Order Notes</div><div>Leave Information</div></div> <div><div>Napoleon Dynamite</div><div>Empl ID: 1234567</div><div>Empl Record: 0</div><div>Trans ID: 2250263</div><div>Order Action: <input type="text"/></div><div>Order Begin Date: 07/25/2014</div><div>Order Type: Separation</div><div>Order End Date: 07/26/2014</div><div>Order Status: Authorized</div><div>Separation Details</div><div>Element Name:</div><div>Full/Half:</div><div>Job Code:</div><div>Salary Grade:</div></div>
11	<p>Enter the Authorizing Official and then click on the Order Travel tab.</p> <div><div>Separation Details</div><div>Additional Info</div><div>Order Information</div><div>Order Travel</div><div>Order Notes</div><div>Leave Information</div></div> <div><div>Napoleon Dynamite</div><div>Empl ID: 1234567</div><div>Empl Record: 0</div><div>Trans ID: 2250263</div><div>Order Action: <input type="text"/></div><div>Order Begin Date: 07/25/2014</div><div>Order Type: Separation</div><div>Order End Date: 07/26/2014</div><div>Order Status: Authorized</div><div>Orders Basic Information</div><div>Action: TER</div><div>Reason Code: RLS</div><div>Transfer Authority: <input type="text" value="Coast Guard Personnel Command"/></div><div>Authorizing Official: <input type="text" value="Uncle Rico, CWO4, USCG"/></div></div>

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RELAD – AD to SELRES or IRR, Continued

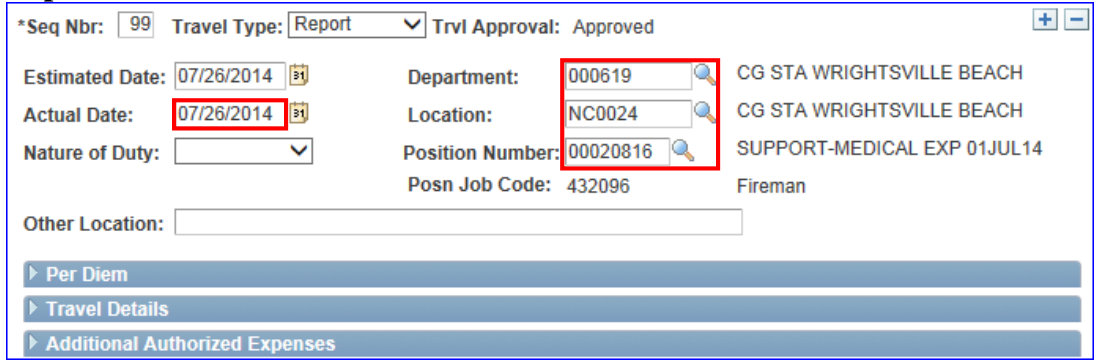
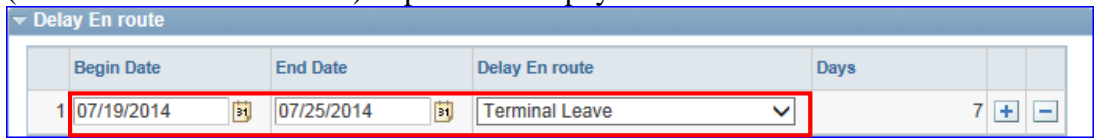
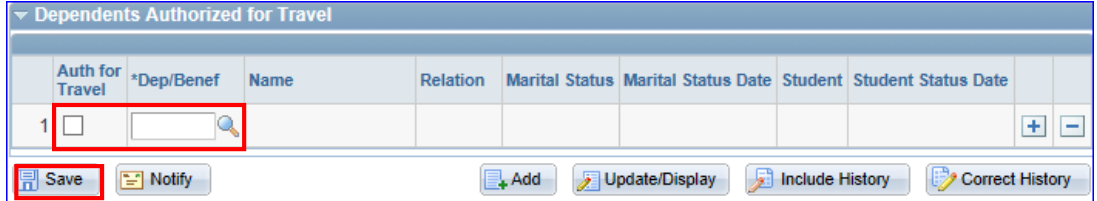
Procedures,
continued

Step	Action																								
12	<p>Click on View All to see both the Depart and Report rows.</p> <div> <div> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order </div> <div> Napoleon Dynamite <div> <div>Empl ID: 1234567</div> <div>Empl Record:</div> </div> <div> <div>Trans ID: 2250263</div> <div>Order Action: <input type="text"/></div> </div> <div> <div>Order Begin Date: 07/25/2014</div> <div>Order Type: Separation</div> </div> <div> <div>Order End Date: 07/26/2014</div> <div>Order Status: Authorized</div> </div> </div> <table border="1"> <thead> <tr> <th>Seq Nbr</th><th>Travel Type</th><th>Travel Approval</th><th>Estimated Date</th><th>Actual Date</th><th>Nature of Duty</th><th>Deptid Description</th><th>Position</th></tr> </thead> <tbody> <tr> <td>1</td><td>Depart</td><td>Approved</td><td>07/25/2014</td><td>07/25/2014</td><td></td><td>CG STA WRIGHTSVILLE BEACH</td><td>SUPPOR 01JUL14</td></tr> <tr> <td>99</td><td>Report</td><td>Approved</td><td>07/26/2014</td><td></td><td></td><td>RESERVE PERS MGMT</td><td>RESERV POSITIC</td></tr> </tbody> </table> <div> <div>Travel Orders</div> <div> <div>Find</div> <div>View All</div> <div>First</div> <div>1 of 2</div> <div>Last</div> </div> <div> <div>*Seq Nbr: 1</div> <div>Travel Type: Depart</div> <div>Trvl Approval: Approved</div> </div> <div> <div>Estimated Date: 07/25/2014</div> <div>Department: 000619</div> <div>CG STA WRIGHTSVILLE BEACH</div> </div> <div> <div>Actual Date: 07/25/2014</div> <div>Location: NC0024</div> <div>CG STA WRIGHTSVILLE BEACH</div> </div> <div> <div>Nature of Duty:</div> <div>Position Number: 00020816</div> <div>SUPPORT-MEDICAL EXP 01JUL14</div> </div> <div> <div>Posn Job Code: 432096</div> <div>Fireman</div> </div> <div>Other Location:</div> </div> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position	1	Depart	Approved	07/25/2014	07/25/2014		CG STA WRIGHTSVILLE BEACH	SUPPOR 01JUL14	99	Report	Approved	07/26/2014			RESERVE PERS MGMT	RESERV POSITIC
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13	<p>Most of the fields will be populated in the Depart row. There is no need to edit these fields. Click the arrows to expand the Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the member.</p> <div> <div>Travel Orders</div> <div> <div>Find</div> <div>View 1</div> <div>First</div> <div>1-2 of 2</div> <div>Last</div> </div> <div> <div>*Seq Nbr: 1</div> <div>Travel Type: Depart</div> <div>Trvl Approval: Approved</div> </div> <div> <div>Estimated Date: 07/25/2014</div> <div>Department: 000619</div> <div>CG STA WRIGHTSVILLE BEACH</div> </div> <div> <div>Actual Date: 07/25/2014</div> <div>Location: NC0024</div> <div>CG STA WRIGHTSVILLE BEACH</div> </div> <div> <div>Nature of Duty:</div> <div>Position Number: 00020816</div> <div>SUPPORT-MEDICAL EXP 01JUL14</div> </div> <div> <div>Posn Job Code: 432096</div> <div>Fireman</div> </div> <div>Other Location:</div> <div> <div>▶ Per Diem</div> <div>▶ Travel Details</div> <div>▶ Additional Authorized Expenses</div> </div> </div>																								

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RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action
14	<p>On the Report row, enter the Actual Date (same as estimated).</p> <ul style="list-style-type: none"> For RELADs to the SELRES, enter a valid Department/Position Number combination obtained from RPM/CGRC. For RELADs to the IRR, enter Dept ID #002817 and Posn #00062025. <p>The Report row also has the Per Diem, Travel Details and Additional Authorized Expenses sections that won't be used for RELADs.</p> 
15	<p>In the Delay En route section, enter any Terminal Leave the member plans to take. The End Date cannot go beyond the RELAD date.</p> <p>NOTE: SPOs MUST manually stop Career Sea Pay, Career Sea Pay Premium and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.</p> 
16	<p>Select the appropriate Dependents Authorized to Travel (if any). If the dependents don't auto-populate, use the Dep/Benef lookup to find and select each one. Then click Save.</p> 

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RELAD – AD to SELRES or IRR, Continued

Procedures,
continued

Step	Action																																																																
17	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section. Now click on the Order Notes tab.</p> <table border="1"><thead><tr><th>Separation Details</th><th>Additional Info</th><th>Order Information</th><th>Order Travel</th><th>Order Notes</th><th>Leave Information</th></tr></thead><tbody><tr><td colspan="2"><u>Napoleon Dynamite</u></td><td>Empl ID: 1234567</td><td colspan="3">Empl Record:</td></tr><tr><td>Trans ID: 2250263</td><td></td><td>Order Action:</td><td colspan="3"><input type="text"/></td></tr><tr><td>Order Begin Date: 07/25/2014</td><td></td><td>Order Type:</td><td colspan="3">Separation</td></tr><tr><td>Order End Date: 07/26/2014</td><td></td><td>Order Status:</td><td colspan="3">Authorized</td></tr><tr><td colspan="6">Itinerary</td></tr><tr><th>Seq Nbr</th><th>Travel Type</th><th>Travel Approval</th><th>Estimated Date</th><th>Actual Date</th><th>Nature of Duty</th><th>Deptid Description</th></tr><tr><td></td><td></td><td></td><td>07/19/2014</td><td></td><td>Terminal Leave</td><td></td></tr><tr><td>1</td><td>Depart</td><td>Approved</td><td>07/25/2014</td><td>07/25/2014</td><td></td><td>CG STA WRIGHTSVILLE BEACH</td></tr><tr><td>99</td><td>Report</td><td>Approved</td><td>07/26/2014</td><td>07/26/2014</td><td></td><td>CG STA WRIGHTSVILLE BEACH</td></tr></tbody></table>	Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information	<u>Napoleon Dynamite</u>		Empl ID: 1234567	Empl Record:			Trans ID: 2250263		Order Action:	<input type="text"/>			Order Begin Date: 07/25/2014		Order Type:	Separation			Order End Date: 07/26/2014		Order Status:	Authorized			Itinerary						Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description				07/19/2014		Terminal Leave		1	Depart	Approved	07/25/2014	07/25/2014		CG STA WRIGHTSVILLE BEACH	99	Report	Approved	07/26/2014	07/26/2014		CG STA WRIGHTSVILLE BEACH
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Procedures,
continued

Step	Action
18	<p>Enter the appropriate Order Notes and edit them if necessary. Enter a Sequence Number to identify how they will appear on the orders. Then click on the Leave Information tab.</p> <div><div>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order</div><div><div>Napoleon Dynamite</div><div>Empl ID: 1234567 Empl Record: 0</div><div>Trans ID: 2250263 Order Action: <input type="text"/> <input type="button" value="Go"/></div><div>Order Begin Date: 07/25/2014 Order Type: Separation</div><div>Order End Date: 07/26/2014 Order Status: Authorized</div></div><div><div>Separation Details Find View 1 First 1-2 of 2 Last</div><div><div>*Contract Clause: RM1 <input type="button" value="Search"/></div><div>*Sequence Number: 1</div><div>Reservists who serve on active duty for more than 30 days must have a complete approved Physical Exam within 12 months of Demobilization or Release from Active Duty (RELAD). Reservists must meet Retention, not Separation standards for continued affiliation in the SELRES or IRR per Chapter 3.A.7.c.1 of the Coast Guard Medical Manual, COMDTINST M6000.1D. Demobilization Physical Exams are not required for members who continue on any other form of active duty with no break in service. Reserve members with specific medical concerns may request an evaluation at any time prior to</div><div><input checked="" type="checkbox"/> Show on Printed Order</div></div><div><div>*Contract Clause: R99 <input type="button" value="Search"/></div><div>*Sequence Number: 2</div><div>YOU ARE ASSIGNED IN PAY CATEGORY A. YOU ARE AUTHORIZED TO PERFORM IDT AND ADT TRAINING IAW COMDTINST M1001.28 (RESERVE POLICY MANUAL).</div><div><input checked="" type="checkbox"/> Show on Printed Order</div></div></div></div>

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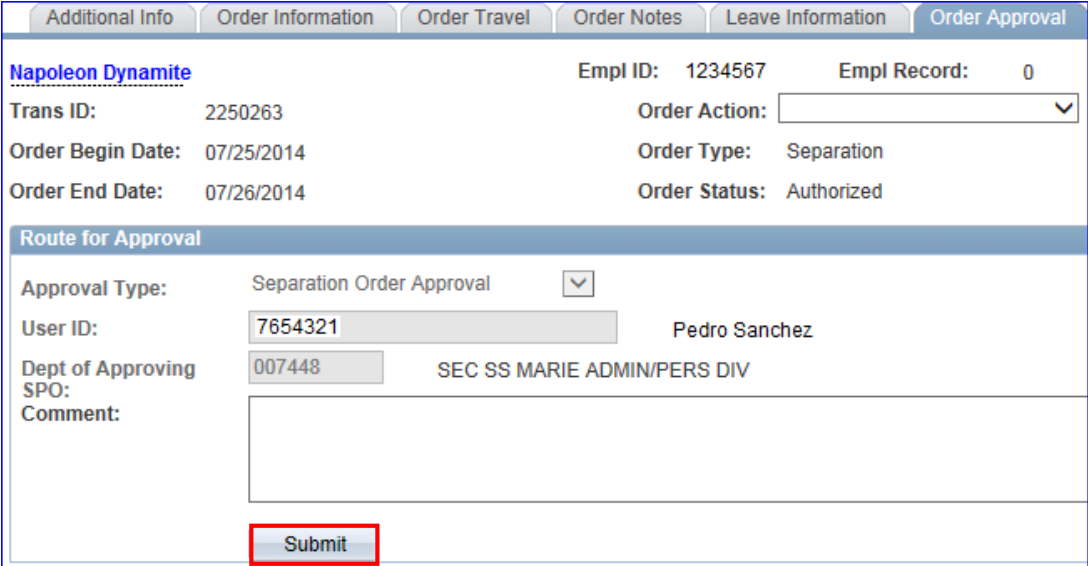
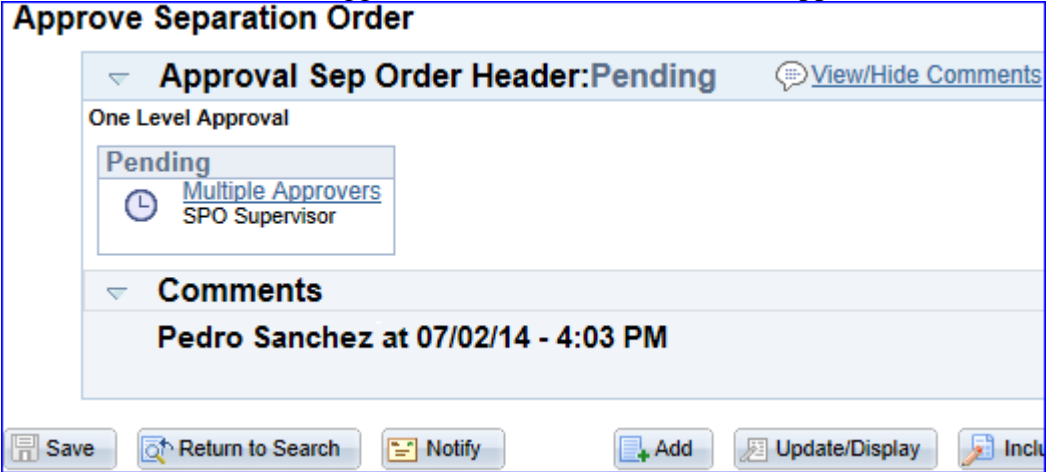
Procedures,
continued

Step	Action												
19	<p>Notice that the terminal leave entered on an earlier tab is reflected here. Any remaining leave balance (subject to the career maximum) will be sold and included in the member's final pay.</p> <div> <div> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval </div> <div> <p><u>Napoleon Dynamite</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250263 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 07/25/2014 Order Type: Separation</p> <p>Order End Date: 07/26/2014 Order Status: Authorized</p> </div> </div> <div> <p>Leave Balances</p> <table> <tr> <td>Leave Balance:</td><td>58.000000</td><td>Cumulative Sold Leave:</td><td>0.000000</td></tr> </table> </div> <div> <p>Leave Disposition</p> <table> <tr> <td>Total to Carry Over (Days):</td><td>0.0</td><td>Terminal Leave Begin:</td><td>07/19/2014</td></tr> <tr> <td>Terminal Leave (Days):</td><td>7.0</td><td>Terminal Leave End:</td><td>07/25/2014</td></tr> </table> </div>	Leave Balance:	58.000000	Cumulative Sold Leave:	0.000000	Total to Carry Over (Days):	0.0	Terminal Leave Begin:	07/19/2014	Terminal Leave (Days):	7.0	Terminal Leave End:	07/25/2014
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Step	Action
20	<p>Now click Submit.</p> 
21	<p>Once submitted, this will appear to show it's been routed for approval.</p> 
22	<p>IMPORTANT: Once submitted, go to the DD214 form in the Separations pagelet. Enter the member's emplid and hit Search. Verify that block 2 (Dept, Comp & Branch) reads "Homeland Security: USCG AD" and save it. The DD214 can be completed and finalized later.</p>